



DEFENSE COMMUNICATIONS AGENCY

WASHINGTON, D.C. 20305-2000

DCA CIRCULAR 200-70-1*

25 January 1989

METHODS AND PROCEDURES

Staff Duty Officer

1. Purpose. This Circular provides for the maintenance of a Staff Duty Officer watch for the Headquarters, Defense Communications Agency Compound; describes who will perform this duty; and prescribes the procedures to be followed in accomplishing this duty.
2. Applicability. This Circular applies to Headquarters, Defense Communications Agency, National Communications System/Defense Communications Agency Operations Center, National Communications System Office, WWMCCS System Engineer Office, and the National Security Agency Liaison Officer.
3. General. A Staff Duty Officer watch will be maintained in the National Communications System/Defense Communications Agency Operations Center, after normal duty hours. It will be performed by the Systems Control Officer on duty. He or she will assume the responsibility for the watch until notified by the Command Group of his relief.
4. Duties and Responsibilities. The Systems Control Officer, as the official representative of the Director, Defense Communications Agency, will take such action as directed by an instruction book provided by the Center for Agency Services. Matters requiring the Director's personal attention will be referred to the Command Section point of contact.
5. Procedures.
 - a. Organization Contacts. The Deputy Directors; Assistants to the Director for Center for Agency Services; the Command Section; Defense Communications Agency; the Deputy Manager, National Communications System; the WWMCCS System Engineer; and the Communications System Agency Liaison Officer will designate one or more individuals to serve on a continuing basis as their designated points of contact for matters which the Systems Control Officer is unable to resolve. The Commander, National Communications System/Defense Communications Agency Operations Center, will be provided a list of the names of such designated individuals which will be kept current. A copy of the list will be included in the instruction book for the Systems Control Officer.

*This Circular cancels DCAC 200-70-1, 17 November 1976

OPR: H103

DISTRIBUTION; A, B, D, WWMCCS System Engineer, NSA Liaison Officer

b. Reporting. The Systems Control Officer will verbally report any significant events and subsequent actions to the Chief of Staff no later than 0800 each day. A verbal report to the responsible directorate is also required if follow up actions are required.

FOR THE DIRECTOR:

Edward R. Carwise
EDWARD R. CARWISE
Colonel, USAF
Chief of Staff